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Safety

SAFETY INVESTIGATIONS AND REPORTS

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(CMSgt Clifford D. Tebbe)
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AFI 91-204, 12 April 2004 is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units; it also applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units that are activated and fall under operational control (OPCON) of USAFE. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document has been substantially revised and should be reviewed in its entirety.

1.3.1. Supervisors will use USAFE Form 281, **Supervisor's Report of Mishap**, to collect and report mishap data. Supervisors complete and forward the appropriate form(s) within 5 duty days of the mishap to the installation safety office for all on and off-duty (military only) Class D and higher mishaps.

1.3.3.2.1. (Added) **NOTE:** Report all inadvertent or unintentional departures of external stores/munitions from an aircraft.

1.3.3.9.2. Examples of minimum stress and strain are walking, exiting a vehicle, rising from a chair, and ascending or descending a flight of stairs. These examples are valid if there are no hazards such as ice, water, or the poor condition of the walkway, stairs, handrails, and vehicle steps, provided the individual did not trip, slip or act in a way not deemed normal. Acts such as lifting, throwing, and running do not fall under simple, natural, nonviolent body positions or actions.

1.12.2. The host safety office will coordinate with the commander of the installation medical service to receive copies of all admission and disposition (A&D) database reports and AF Forms 1488, Daily Log of Patients Treated for Injuries. Dispose of documentation according to AFI37- 138, *Records Disposi-*

tion-Procedures and Responsibilities, and Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

2.4.9. (Added) The Director of Safety (USAFE/SE) will notify the nation of occurrence of all mishaps resulting in a fatality or destroyed aircraft occurring within that country (even if the mishap is confined within the US installation).

2.6.1. Ensure timely selection of a Safety Investigation Board (SIB). In order to facilitate the AFI-mandated selection of board members through command channels in the event of a mishap, USAFE/SE will provide Vice Commander, USAFE (USAFE/CV) with a letter for his approval (**Attachment 5 (Added)**) to direct the formation of a SIB. This letter will identify potential board presidents with their scheduling constraints, along with the wings required to provide SIB members. The potential board presidents and wings identified for support will be selected based on the investigative requirements of the mishap and the equitable distribution of efforts in previous SIBs. Once this letter has been drafted to convene a SIB, the letter will be sent to Director of Staff, (USAFE/DS) for USAFE/CV's approval and release via HQ USAFE/DS command channels. No additional staffing will be provided with this letter at the time of execution and minor modifications to the letter can be expected based upon the specific requirements of the investigation. Upon receipt of the letter from HQ USAFE/DS, the tasked wings will provide the names to HQ USAFE/SE. The final board composition will be submitted to the convening authority for final approval.

2.7. Certain installations in austere locations may not have the resources to fully comply with AFI 91-204 paragraph 2.7. In this case, HQ USAFE/SE will coordinate with the Convening Authority/SE and the prospective installation commander to determine the base best able to comply with the requirements of AFI 91-204 paragraph 2.7.

2.7.4. Personnel assigned as Interim Board Members will not be released and will not be assigned additional duties until relieved of investigative responsibility by the Safety Investigation Board president approved by the convening authority.

2.7.6.9. (Added) Coordinate with the installation and MAJCOM safety staffs to ensure host nation authorities are notified as soon as possible of a mishap resulting in a fatality or destroyed aircraft (even if the mishap is confined within the US installation).

2.7.7. Ensure the European and host nation equivalent of the civilian agencies in AFI 91-204 paragraph 2.7.7 are notified.

2.7.7.3. Germany: Installation or host safety offices will notify Federal Accident Insurance Agency (UK-Bund) and the designated Inspectorate of the German Armed Forces within 24 hours of an on-duty mishap resulting in one or more Air Force Foreign National Employee (AFFN) fatality or a mishap resulting in disabling injuries of two or more AFFN employees in a single incident.

2.8.2.1. (Added) In the event an aircraft with hydrazine aboard crashes, take any actions necessary to prevent or minimize hydrazine exposure, since many European countries may not be familiar with hydrazine hazards. The greatest potential for liberated hydrazine is in a crash when the aircraft does not burn. The F-16 and U-2 are the only aircraft that have hydrazine as a part of their systems; however, transport aircraft may have containers of hydrazine on board.

2.11.3. (Added) Mishap Notification. Notify USAFE/SE according to the following guidelines. For every mishap, provide an estimate of the mishap cost, status of Operational Report (OPREP) message (i.e. ini-

tial, follow-up, final has been transmitted), ranks of individuals involved and any available photos as soon as possible. *Do not delay initial notification while awaiting details!*

2.11.3.1. (Added) Class A and B Mishaps (or mishaps that have the *potential* to become a class A or B mishap). Notify HQ USAFE/SE *as soon as practical during initial responses* for all Class A and B mishaps. After normal duty hours, contact HQ USAFE/SE through the USAFE Command Center at DSN (480)-8200.

2.11.3.2. (Added) Any mishap or event that generates an OPREP, Class C Flight Mishaps and Class E Events. Notify HQ USAFE/SE as soon as practical during duty hours. If the mishap/event occurs after normal duty hours, provide notification at the first opportunity on the next calendar day.

2.11.3.3. (Added) OPREPs. For every aircraft event that generates an OPREP, review the content of the message *prior to release if possible* to ensure it does not contain erroneous cost information, misleading details or privileged material. Provide follow-up information (via phone call or email) to HQ USAFE/SE *as soon as practical*.

2.11.4. (Added) Follow-Up Notification. Provide a status update to HQ USAFE/SE prior to close of business (COB) on the day the mishap/event was initially reported (day of occurrence if possible). If this is not possible due to the initial time of occurrence, the status update must be provided during the morning of the next calendar day.

2.11.5. (Added) Ensure a member of the flight safety staff or the Chief of Safety is readily available at all times to provide assistance to a Class A or B Safety Investigation Board.

2.11.6. (Added) Establish procedures for the ground safety staff to receive copies or access to the following documents:

2.11.6.1. (Added) AF Form 53, **Security Forces Desk Blotter**.

2.11.6.2. (Added) Claims submitted to legal office for compensation/reimbursement for damages or injuries resulting from Air Force operations.

2.11.6.3. (Added) SF 91, **Motor Vehicle Accident Report**.

2.11.6.4. (Added) AF Form 1823, **Vehicle and Equipment Work Order**, resulting from government motor vehicle mishaps.

2.11.7. (Added) Coordinate with the base civil engineering to receive notification and cost estimates of damaged or destroyed real property.

2.11.8. (Added) Coordinate with aircraft maintenance group to receive notification and cost estimates of damaged or destroyed aerospace equipment.

2.11.9. (Added) Coordinate with the base contracting office to ensure the accident prevention clause written into base contracts and lease agreements includes toxicology testing and notification of mishaps involving AF assets (AFI 91-204 paragraph 2.13).

2.12.2. The deployed safety office will normally conduct Class C and lower investigations after coordinating with the organization owning the asset. Once investigative responsibility is assigned, the deployed safety office must ensure the investigation is completed, the message is staffed through the appropriate deployed leadership, and the final message is transferred to the owning command or properly released.

2.13. Base contracting personnel will ensure damages to equipment and property or injuries to Air Force Personnel due to contractor operations are reported to the installation safety staff.

2.13.1. (Added) Safety personnel will coordinate with base contracting personnel to facilitate the requirements of AFI 91-204 paragraph 2.13.

3.3.3.7.1. (Added) Forward requests to release privileged information to USAFE/SE who will coordinate with Staff Judge Advocate (USAFE/JA) and Air Force Safety Center Judge Advocate (AFSC/JA) for approval. USAFE/SE will also coordinate with Command surgeon (USAFE/SG) to ensure information protected under the Patient Privacy Act is not inappropriately released.

4.2.2.1. (Added) Normally, the USAFE Commander (COMUSAFE), delegates the Convening Authority for USAFE mishaps as shown in **Table 4.1. (Added)**. USAFE/SE provides recommendations to Commander, United States Air Forces in Europe (COMUSAFE) based on circumstances of the mishap.

Table 4.1. (Added) Convening Authority Delegation.

Category	Class A	Class B	Class C and below
Ground (On-duty)	COMUSAFE	*NAF or USAFE/CV	Wing/Group
Ground (Off-duty)	Wing/Group	Wing/Group	Wing/Group
Flight	COMUSAFE	*NAF or USAFE/CV	Wing
Weapons	COMUSAFE	*NAF or USAFE/CV	Wing
NOTE: Class B engine-confined mishaps may be delegated to the wing. * NAF when applicable.			

4.2.2.2. (Added) In accordance with the current Memorandum of Understanding between the Defense Intelligence Agency and the USAF, the COMUSAFE will convene investigations for mishaps involving aircraft operated by air attachés, military assistance advisory groups, and missions listed in AFI 11-401, *Flight Management*. Air Force Materiel Command (AFMC) aircraft operated by air attachés are included for the purposes of this section. USAFE theater air attachés are supported as indicated in the **Table 4.2 (Added)**.

Table 4.2 (Added) Air Attaché mishap and reporting support.

Air Attaché Location/Phone Number	Responsible Parent Wing
Ankara, TU/(90)312-468-6110/1/2/3, ext 2300	39WG, Incirlik AB, TU
Budapest, HU/(36)-1-475-4648	31FW, Aviano AB, IT
Côte d'Ivoire (Ivory Coast), IV 225)-2081-4881.	86AW, Ramstein AB, GE

4.2.2.3. (Added) Parent wings will coordinate aircraft mishap investigation plans and reporting responsibilities with locations specified in **Table 4.2 (Added)** Flight safety program assistance and staff assistance visits will be conducted and coordinated with the appropriate Air Attaché in accordance with AFI 91-202, *The US Air Force Mishap Prevention Program* and USAFE supplement.

4.8.1.1. (Added) For mishaps involving a US military aircraft and European civil aircraft, refer to NATO STANAG 3531, paragraph 5. Investigations will be conducted according to the Convention on International Civil Aviation (ICAO).

4.10.2.1. (Added) For Germany. Installation or host safety offices notify Federal Accident Insurance Agency (UK-Bund) and the designated Inspectorate of the German Armed Forces within 24 hours of an on-duty mishap resulting in one or more Air Force Foreign National Employee (AFFN) fatality or a mishap resulting in disabling injuries of two or more AFFN employees in a single incident.

5.3.2.1. (Added) Temporary Duty (TDY) expenses for board members are the responsibility of the member's respective unit. For aircraft mishap investigations, use the unit fund cite accompanied by (Emergency and Special Programs) ESP Code 1R. Wing comptrollers may request reimbursement if costs create financial hardships through the appropriate unfunded requirements process; however, reimbursement is not guaranteed.

5.3.2.1.1. (Added) Special instructions for the completion of TDY orders are:

5.3.2.1.1.1. (Added) Indicate "Hire of special conveyance authorized" in the Remarks section of the TDY orders. Dual billeting is authorized for SIB members.

5.3.6. (Added) All special funding requests (contracts to download aircraft data, etc) must be coordinated and approved through Directorate of Financial Management and Comptroller (HQUSAFE/FM) and Air Force Safety Center (AFSC).

5.11.17.1.1. (Added) Assign the appropriate HQ USAFE Safety and Wing/Group Safety division as OCRs on all recommendations and Other Recommendations of Significance. This allows both safety offices the ability to track the status of the recommendations through Air Force Safety Automated System (AFSAS).

6.1. The SIB President and USAFE/SE will coordinate with COMUSAFE prior to scheduling the Chief of Staff, United States Air Force (CSAF) briefing.

6.2.4.1. (Added) Do not delay release of the final message while waiting for materiel analysis, Deficiency Reports, etc. If the results from testing significantly change the outcome of the investigation, the convening authority will coordinate with the SIB to release a corrected copy of the final message describing the changes.

6.4.1.4. (Added) Guidance for SIB briefings to COMUSAFE, final message release, and formal report distribution:

6.4.1.4.1. (Added) The SIB president should contact the appropriate HQ USAFE/SE division with proposed briefing dates as soon as possible. HQ USAFE/SE will coordinate and confirm date with the USAFE command section.

6.4.1.4.2. (Added) The SIB president is ultimately responsible for coordinating board travel, accommodations, and travel orders. Normally the board recorder accomplishes these actions.

6.4.1.4.3. (Added) SIB members will arrive at least 2 days prior to briefing the convening authority and anticipate staying up to three days after the brief to complete SIB responsibilities.

6.4.1.4.4. (Added) After the formal briefing, the SIB will send the final message via AFSAS to the appropriate HQ USAFE/SE division safety staff for approval. The SIB will not depart until the final message has been approved and released by HQ USAFE/SE.

6.4.1.4.5. (Added) COMUSAFE approved attendees for formal briefs are:

Mishap NAF/CC and NAF/SE

Mishap WG or GP/CC

Mishap SQ/CC

SIB Members and technical advisors as required

USAFE Directors

HQ USAFE Safety personnel as directed by USAFE/SE

6.4.2.13. (Added) SIBs will use only the approved USAFE standard PowerPoint template for presentations. A SIB briefing template is available on the HQ USAFE/SE website.

6.4.2.14. (Added) A script is recommended when SIB presidents brief COMUSAFE.

7.4.7. Wing and Group safety offices will track all recommendations and Other Recommendations of Significance (ORSs) that resulted from their Wing or Group mishaps. Wing and Group safety offices will forward the status of these recommendations and ORSs to HQ USAFE/SE by 15 October, 15 January, 15 April and 15 July for inclusion in the USAFE consolidated recommendation status report to Air Force Safety Center (AFSC). When the action agency responsible for a recommendation is above the Wing or Group level, HQ USAFE/SE will assist Wing and Group safety offices as required in closing recommendations. The appropriate division will brief the status of open recommendations to HQ USAFE/SE quarterly.

7.6.1.7. (Added) USAFE Form 281, **Supervisor's Report of Mishap**.

7.6.2.7. (Added) AF Form 53, **Security Forces Desk Blotter**.

7.6.2.8. (Added) AF Form 1488, **Daily Log of Patients Treated for Injuries**.

7.6.2.9. (Added) AF Form 1823, **Vehicle and Equipment Work Order**.

7.6.2.10. (Added) SF Form 91, **Motor Vehicle Accident Report**.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AFSC/JA—Air Force Safety Center, Judge Advocate

A&D—admission and disposition

COB—Close of business

COMUSAFE—Commander, United States Air Forces in Europe

ESP—Emergency and Special Programs

GP/CC—Group Commander

NAF—Numbered Air Force

NAF/CC—Commander, Numbered Air Force

NAF/SE—Numbered Air Force, Director of Safety

SQ/CC—Squadron Commander

TDY—Temporary Duty

UK-BUND—Federal Accident Insurance Agency

USAFE—United States Air Forces in Europe

USAFE/CV—Vice Commander, USAFE

USAFE/DS—Director of Staff

USAFE/JA—Staff Judge Advocate

USAFE/SE—Director of Safety

USAFE/SG—Command Surgeon

WG/CC—Wing Commander

Attachment 5 (Added)**COMUSAFE SIB TASKING LETTER****Figure A5.1. Sample COMUSAFE SIB Tasking Letter:**

MEMORANDUM FOR (Applicable Wings or Directorates)

FROM: USAFE/CV

SUBJECT: Safety Investigation Board Tasking

1. According to AFI 91-204, paragraph 2.6, COMUSAFE is convening a Safety Investigation Board (SIB) to investigate the cause of an aviation mishap that occurred at (Base X) on (Date of Mishap). This letter identifies the wings and personnel required to investigate this mishap.
2. The following personnel have the necessary qualifications to serve as a board president. Executive officers or secretaries for these senior officers will contact the USAFE Safety POC with scheduling constraints projected for the next 60 days. Class A mishaps require two separate board presidents for consecutive 30 day periods to cover both the safety and accident investigations. The convening authority will consider the conflicts when selecting the board president.
 - a. xxFW/CC
 - b. xxOG/CC
 - c. USAFE/Ax
3. Based upon the requirements to investigate this mishap and the participation in previous SIBs, the following wings are tasked to provide the personnel specified. (*Note: Medical personnel will be coordinated with HQ USAFE/SGP.)
 - a. xxWG: Investigating Officer (O-3 or O-4; FSO or AMIC trained)
 - b. xxWG: Pilot Member (Current/Qualified experienced pilot)
 - c. xxWG: Maintenance Member (Any of the following who has attended AMIC or JEMIC, preferably with [type] engine experience: Officer, SrNCO, or civilian)
 - d. xxWG: Recorder (E-2 up to E-6 with IM experience)
 - e. xxWG: Flight Surgeon*
4. Timely board selection is essential. Forward names to HQ USAFE/SEF, DSN 480-6668, <mailto:usafe.sef@ramstein.af.mil>, NLT 1200 (Date of next day).

USAFE/CV
Lieutenant General, USAF
Vice Commander

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Director of Safety